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PERSONNEL

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21 June 1967

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CRITERIA FOR AWARDING THE EXCEPTIONAL SERVICE EMBLEM
AND THE CERTIFICATE OF EXCEPTIONAL SERVICE

1. GENERAL

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The Exceptional Service Emblem and the Certificate of Exceptional Service were established in HR [] Honor and Merit Awards, dated 21 June 1966. HR [] prescribes that:

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The Exceptional Service Emblem may be awarded in the event of death or injury of an Agency employee in the /honorable/ performance of hazardous duties or as a result of actions by forces or persons hostile or unfriendly to the United States.

A Certificate of Exceptional Service may be awarded to Agency employees for effective performance of duty while serving under conditions of hazard or extreme hardship.

The following criteria and administrative procedures have now been formulated for the granting of these awards.

2. CRITERIA

a. EXCEPTIONAL SERVICE EMBLEM

(1) The criteria are set by the following definition of terms:

- (a) Injury--Physical harm to any part of the body from an outside force or agent sustained under one or more of the conditions defined in subparagraphs (1)(b) and (c) below. A physical lesion is not required. The injury must have required medical treatment and must have been made a matter of official record.
- (b) Hazardous Duty--Assignments in areas in which there is internal strife, civil disturbance, hostile action by armed forces or persons unfriendly to the United States, or assignments where employees are called upon to face unusual and unavoidable hazards due to geographical or other natural conditions.

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(c) Action by Forces or Persons Hostile to the United States

- (1) Military-related or covert action against an enemy of the United States.
 - (2) Action in which the Armed Forces of the United States or "nonofficial" forces of the United States are or have been engaged.
 - (3) Action while serving with friendly foreign forces engaged in an armed conflict in which the United States is not a belligerent party.
 - (4) Any act of a hostile foreign force or person resulting in injuries.
- (2) The Exceptional Service Emblem may be awarded to a member of the military services detailed to the Agency in accordance with the criteria established above unless he has been or will be awarded a Purple Heart for the same event, circumstance, or injury.

b. CERTIFICATE OF EXCEPTIONAL SERVICE

The Deputy Director for Plans, in collaboration with other Deputy Directors concerned, shall: (1) determine the areas of the world where conditions of hazard and hardship warrant recognition of an individual's service by awarding the Certificate of Exceptional Service; (2) establish the periods of duty to be spent in such areas to qualify for the certificate; and (3) determine whether the certificate will be issued for both permanent assignments and periods of temporary duty.

3. ADMINISTRATION

a. EXCEPTIONAL SERVICE EMBLEM

- (1) Deputy Directors and Heads of Independent Offices will furnish the Director of Personnel with the names of those eligible for the Exceptional Service Emblem as soon as the necessary medical record is available. An extract of the medical record will be submitted to support eligibility for the emblem.
- (2) The Director of Personnel will have an emblem inscribed with the name of the recipient and will forward it to the

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appropriate Deputy Director or Head of Independent Office for presentation to the individual.

b. CERTIFICATE OF EXCEPTIONAL SERVICE

- (1) Deputy Directors and Heads of Independent Offices will send the names of those who have qualified for the Certificate of Exceptional Service to the Director of Personnel with a certification that each has met the standards established for award of the certificate.
- (2) The Director of Personnel will issue appropriately inscribed certificates to the originating Deputy Director or Head of Independent Office for presentation to the individuals concerned.

4. PRESENTATION

- a. Presentation of either the Exceptional Service Emblem or the Certificate of Exceptional Service may be made at an annual awards ceremony if such presentation will not cause undue delay in delivery to the recipient.
- b. Posthumous awards will be presented in accordance with recommendations prepared by the originating Deputy Director or Head of Independent Office.

5. EFFECTIVE DATE

a. EXCEPTIONAL SERVICE EMBLEM

Employees who qualify on or after 1 January 1965 under the criteria set forth in paragraph 2a above will receive the emblem in accordance with the procedures established herein. An employee who received injuries before 1 January 1965 and who feels that he otherwise qualifies for the emblem may submit his request accompanied by appropriate medical documentation to the Director of Personnel for consideration.

b. CERTIFICATE OF EXCEPTIONAL SERVICE

Employees who qualify on or after 1 January 1965 will receive the Certificate of Exceptional Service in accordance with the procedures outlined in paragraph 3b above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

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